
Alberta College



Edmonton, Alberta

1932 - 1933

CALENDAR

ALBERTA COLLEGE

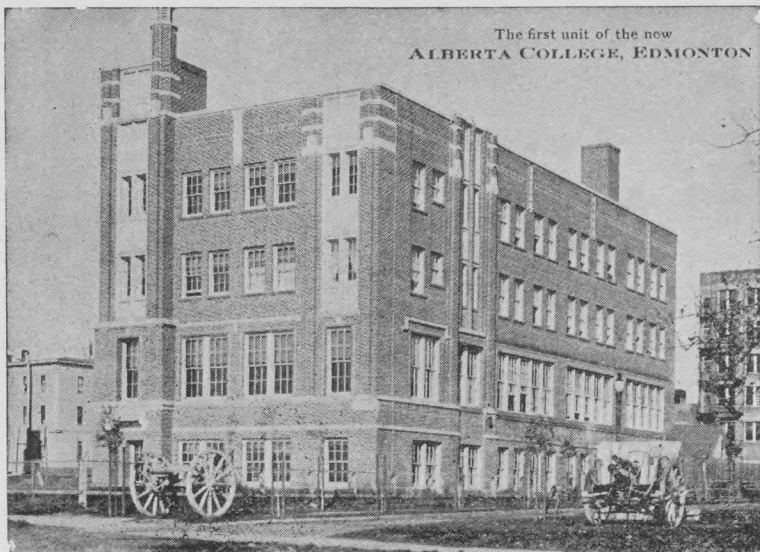
1932 - 1933



*Preparatory, Matriculation, Commercial
Correspondence, Music, Expression
Physical Culture, Art*

ALBERTA COLLEGE

10041 - 101st Street
EDMONTON, ALBERTA



The first unit of the new
ALBERTA COLLEGE, EDMONTON

RIGHT WING OF NEW ALBERTA COLLEGE



FIRST COLLEGE BUILDING

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The Secretary of Education, United Church of Canada
The President of the Alberta Conference, United Church of Canada.
The Pastor, McDougall Church, Edmonton

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*Members of Executive

Alberta College

ALBERTA COLLEGE is centrally situated in the city of Edmonton, on the north bank of the Saskatchewan River. The site of the College was donated by the late Rev. George McDougall, the intrepid pioneer missionary who homesteaded in the early days and left his property to be used for missionary and educational purposes.

The founder of the College was Rev. Dr. Buchanan, who organized the first Board and secured the Charter from the government of the North West Territories.

Dr. J. H. Riddell was appointed Principal in 1903. The first building was erected in 1904, and was followed by other buildings in 1906 and in 1910, when a Theological College was built on the University Grounds to which the theological classes were transferred.

In 1913, Rev. F. S. McCall, B.A., D.D., was appointed Principal, succeeding Dr. Riddell.

In 1926 the Board of Alberta College entered upon a program to provide classroom and dormitory accommodation for the ever-increasing attendance. The first unit of a new college building was constructed at a cost of \$100,000. This was opened for classes, September, 1926.

The College makes a wide appeal, as shown by the cosmopolitan nature of its student body—there being over thirty nationalities represented.

During the past year approximately eleven hundred students received instruction, and since the College began its work over thirty thousand students have taken classes in the various departments of the College.

The purpose of Alberta College is to provide the practical elements of a broad, general education under refined influences. The College, though established by the Methodist Church and now under the United Church of Canada, is entirely non-sectarian in its teaching.

Alberta College enters upon its thirtieth year with every promise of continued success. As in the past the College will continue to place the right emphasis on culture, scholarship and Christian character in preparing young men and women for leadership.

“Education is the preparation for complete living—HERBERT SPENCER

Tuition Fees and Rates

Registration Fee (to be paid by all students in residence taking work in the Preparatory, Commercial, Telegraphy, Music or Expression Departments) \$2.00.

Students' Council (for all Students' Societies), \$3.00.

Caution Money: All students in residence are required to deposit the sum of \$5.00 Caution Money, which amount is returned at the end of the College year, less charges for breakages and damages to property.

COURSE	Per Month	Three Months	Six Months	Ten Months
DAY CLASSES				
Academic Preparatory, Teachers and Matriculation. Grades I-XII.	\$13.00	\$36.00	\$66.00	\$100.00
Commercial Department Bookkeeping, Shorthand, Telegraphy, Secretarial.	\$17.00	\$45.00	\$75.00	\$110.00

NIGHT CLASSES

Academic Grades I-VIII.	\$ 6.00	\$15.00	\$25.00	\$40.00
Matriculation and High School Grades IX-XII.	Rates Upon Application			
Commercial Dep't Bookkeeping, Shorthand and Telegraphy.	\$ 6.00	\$15.00	\$25.00	\$40.00

CORRESPONDENCE

Academic or Commercial..... Rates Upon Application

COLLEGE RESIDENCE

Board and Room \$105.00 \$195.00 \$300.00
Laundry (Personal)—\$2.50 a month extra.

We find that the average time required to complete either the Bookkeeping or Shorthand Course for graduation is seven months, or ten months for the Secretarial or Combined Course. The rate for board, room and laundry and fees to students taking the six months' course is \$45.00 for the extra month. It is highly desirable that all Commercial Students receive their graduation diploma. The Telegraphy Course requires from eight to nine months.

All students completing any of the Commercial Courses and receiving the College diploma for graduation are given two weeks' free tuition in any Commercial Course.

"No man is born into this world whose work is not born with him."

—LOWELL

The Chemistry Laboratory fee is \$3.00 for the term.

All laundry work above \$2.50 a month is charged extra.

The charge for a single room is \$2.50 per month in addition to rates quoted above, provided that the accommodation of the College permits.

Rates and fees are due and payable strictly in advance. Fees once paid on a special three, six or ten months' contract, quoted above, will not be refunded except in cases of prolonged sickness, and at the Principal's discretion. Whenever a refund is made the student will be charged the full monthly rate for fees and forty dollars a month board and room for each month or part of a month during which he (or she) was registered as a student.

In case of absence through sickness or other unavoidable cause the student will be allowed to make up lost time at the end of the course, provided the Principal or Registrar has been promptly notified of the cause of absence.

MUSIC DEPARTMENT RATES

SUBJECT	Per Lesson		Per Month	
	From	To	From	To
Piano	\$.75	\$2.00	\$3.00	\$16.00
Violin and Viola	1.00	2.00	4.00	16.00
Voice	1.25	1.50	5.00	12.00
Fretted Instruments, including Mandolin, Banjo, Ukulele, etc.....	1.00	1.25	4.00	10.00
Orchestral Instruments	1.50	2.00
Pipe Organ	2.50
Theory	1.00	1.50

Resident students desiring hire of pianoforte for practice are charged \$2.00 a month for one hour a day. Each additional hour will cost \$1.50 extra per month.

One or more lessons may be taken each week and students will be charged accordingly.

All resident students who can qualify are eligible for membership in the College orchestra.

Music students in residence are recommended to take some Academic or Commercial subjects along with their musical studies. Reductions will be made to students combining courses.

“Difficulties are overcome by energy”

TUITION FEES IN EXPRESSION AND PHYSICAL CULTURE

Expression lessons, \$1.00 to \$2.00, (Comprising one and one-half hour's Physical and Vocal Expression, Reading Criticism and Theme Work.)

Primary Classes, 75c per lesson.

Special rates for class lessons.

The Physical Culture classes are strongly recommended to all young women in residence.

GENERAL REGULATIONS

It is most desirable that students from a distance reside in the College. The College will not be responsible in any way for out-of-town students residing elsewhere.

The College reserves the right to refuse admission to any applicant without assigning reason for such refusal.

The College reserves the right to terminate at any time the attendance of any student whose influence is detrimental.

The use of tobacco is not permitted in the College buildings nor on the College grounds.

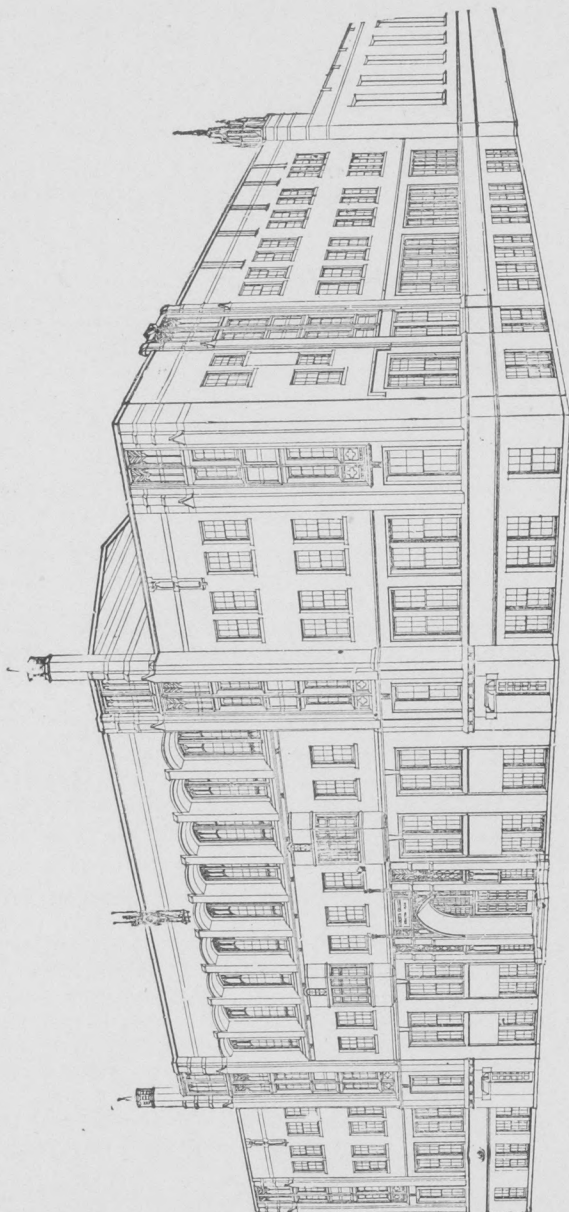
The use of spirituous or malt liquor is absolutely prohibited. Students are not allowed to frequent beer-halls nor questionable places of amusement.

Reports are sent out at stated intervals for each student, giving attendance, deportment and standing in the various studies. The value of these reports depends upon the attention devoted to their examination by parents and guardians. The co-operation of parents and guardians is requested in promoting the best interests of the student.

It is expected of all students that they will comply with the College rules and regulations.

"An investment in Knowledge pays the best dividends"

—BENJAMIN FRANKLIN



NEW COLLEGE BUILDING (RIGHT WING COMPLETED)

Residence for Girls and Young Ladies

RESIDENTIAL accommodation is provided for over sixty girls and young women in Alberta College. The College residence is centrally located and overlooks the Saskatchewan River.

Several teachers live in the College residence and contribute to make the home life of the students all that is desirable.

To preserve the moral tone of the College we request a certificate of moral character from a clergyman or influential citizen of the community.

The C. G. I. T. programme is carried out with the Y. W. C. A. activities of the College.

Physical drill classes are held twice each week at the Edmonton Y. W. C. A., and students enjoy the privileges of the gymnasium and swimming pool.

ROOMS

The rooms are large and well-ventilated, single beds being used throughout.

The students are responsible for keeping them in order and preventing damage to the rooms and furniture.

The College supplies all linen and bedding.

Students are expected to furnish their own curtains.

The rooms are under the supervision of a competent house-keeper. Every care is taken of all the students in case of illness and an experienced nurse takes charge of all, with the exception of serious infectious cases.

ABSENCES

As absence from the regular school duties interferes with the work of the student, no one will be allowed to make any visits except upon the written request from the parent or guardian to the Lady Dean.

OUTFIT

The student's outfit should be neat and simple. Elaborate or extreme styles are not in good taste. Each girl should have a navy blue skirt and white middie blouse with navy collar.

"Truth is not given to meditate upon, but to translate into conduct"

A couple of light dresses will be useful for evening wear. Under-clothing should be of the sort that can be laundered without injury in the city laundry. Equipment should in all cases include heavy sweater, rubbers, dressing-gown and bedroom slippers. Gymnasium bloomers, bathing suit and cap are necessary for Y. W. C. A. activities.

DOMESTIC ARRANGEMENTS

Parents and guardians of young ladies may be assured that, while the most strenuous efforts will be made to secure the development and strengthening of the mental powers, and the formation of character, due attention will be given to the promotion of the best manners and habits of life. A member of the faculty frequently addresses the student body on such topics as are suggested by what she observes in their conduct, and thinks necessary for the greatest good. It is the aim to maintain a refined and healthful atmosphere in the ordering of everything connected with the management of the College.

CORRESPONDENCE, INVITATIONS, ETC.

Students are allowed to correspond with the home circle without any supervision. Correspondence beyond the home circle may be restricted when requested by parents or guardians. All mail must come directly to the College.

Students, unless accompanied by a teacher will not be permitted to visit families without the written request of parents or guardians to the Principal authorizing him to grant such permission. Visitors may be required to present letters of introduction before being permitted to call on any of the young ladies.

Parents are requested to send a visiting list so that students may be permitted to accept invitations from friends when approved by the Lady Dean.

It is expected that during such an absence students will comply with the rules of the College.

ARRIVAL OF STUDENTS

Students are met at the trains when coming to the College and taken to trains when leaving. It is requested that the parent or guardian advise the Principal of the time of the arrival of the student in the city. It might be suggested that the student wear the College colors (blue and gold) on her first arrival to be recognized at the station.

Residences for Boys and Young Men

ALBERTA College has made a specialty of the residence for young men. There is room for seventy students in the Main building and McDougall Hall, and all taking classes in the College have the right to residence. This accommodation is particularly advantageous to students coming from the country and who have to reside in the city.

Older students have residence in McDougall Hall, where they enjoy self-government under a House Committee co-operating with the Resident Dean.

It is the aim of the College to impose as few restrictions as possible, but to create an atmosphere of right thinking and right acting whereby good habits and principles will be developed and strengthened. Resident students are under the supervision of the Resident Dean and his Assistant, who, in the preservation of proper discipline, will have the co-operation of the other resident teachers and of the Students' Council. The superior educational advantages of College residence need not be emphasized. It is our experience that students coming from a distance, who do not go into residence, cannot successfully compete with those who enjoy the home life of the College. The regular study periods, the personal contact of the teachers and the association with other students taking the same work are advantages that cannot be over-estimated.

ROOMS

The rooms are large and well-ventilated, single beds being used throughout. The College supplies all linen and bedding. Students are responsible for the care of and any damage to rooms and furniture.

Y.M.C.A. PRIVILEGES

The College strongly recommends all young men to take out student membership at the Y.M.C.A. Physical classes are held there twice each week and members may enjoy the privileges of the gymnasium and plunge. With some modifications the Tuxis programme for boys is carried out as a part of the College Y.M.C.A. activities.

STUDENTS' COUNCIL

A Students' Council, consisting of twelve members, is elected with true political procedure, as early in the fall and winter sea-

"Faith is the star that gleams above"

sons as is practical. The council which is composed of both young men and young women and is presided over by a Senior Stick, has charge of all student activities. Outdoor recreations, sports, entertainments and all matters that pertain to students only, come under its jurisdiction. It is the clearing house for the Literary, Athletic, Debating, Y.M.C.A., Y.W.C.A., and Reading Room Committees.

ATHLETIC FACILITIES

Alberta College encourages every student to take part in some branch of physical culture. In the winter months, hockey and skating are in full swing on our open-air rink. In the fall and spring terms all enjoy football, baseball, tennis, croquet and basketball.

The new College recreation grounds for football and baseball are adjacent to the College and give ample space for these activities.

RELIGIOUS EDUCATION

Since the organization of the College in 1903 it has always been the aim of the College authorities to create and maintain a religious atmosphere and to give the young people a vision of life and its responsibilities, that they will go out better fitted for Christian service and for the type of leadership so necessary in Western Canada.

The College has made religious instruction a recognized subject of the curriculum. The religious knowledge courses conform to the Youth Curriculum standards as outlined by the Religious Education Council of Canada, which organization recognizes successful work by presenting special certificates.

The course consists of a study of passages from the Bible to acquaint the student with the significance of Biblical literature. A study is made of the outstanding Biblical characters of the Old Testament with their contributions to the development of religion. Special attention is given to the social messages of the Hebrew Prophets. This is followed by a study of the chief events in the life of Christ so as to give the student an appreciation of the personality of the Master. An outline of Christian belief is taken up with special application to the social and economic problems of the day.

Students are expected to attend the services of their own church. The College makes absolutely no effort to interfere with the denominational leanings of any student.

“Consider well, then decide positively”

Academic Department

THE College year for Academic Classes constitutes ten months, extending from September 1st to June 30th, with a short vacation of about ten days at Christmas and two days at Easter.

It is highly desirable that students enter at the beginning of the term and continue their work throughout the College year. The difference between success and failure is often determined by the start a student receives. However, one may enter at any period of the term and be assured of careful attention and supervision.

The courses in this department can be studied advantageously by the following:

(a) Those whose early education has been neglected and who wish to go on with their training where it was interrupted;

(b) Those who never had school advantages and who feel they are too old to begin in the Public Schools;

(c) Students who desire a broad foundation before taking the regular commercial courses to fit themselves for business life;

(d) Those preparing for Teachers' Certificates or Matriculation where individual attention on the part of teachers will overcome difficulties with weak subjects or insufficient ground work in the earlier grades;

(e) Students of foreign extraction who wish to learn the English language or to acquire the fundamentals of a general education will find in the classes for New Canadians an opportunity to secure careful instruction. Our facilities for this kind of teaching cannot be excelled. Everything is done to make the course as thorough and practical as possible in the effort to assist the coming Canadians to a better grasp of English and an appreciation of the ideals of Canadian citizenship.

I.—PUBLIC SCHOOL COURSES

1. Beginners and New Canadians.
2. Intermediate Grades, IV to VI.
3. Entrance to High School. Grades VII, VIII.

This includes the Public School course leading up to the Entrance to High School. The work varies according to the special needs of the individual students. It is possible for students to cover two or more grades in one year. These classes are of

"The secret of success in life is for a man to be ready for his opportunity when it comes"—DISRAELI

special value to the backward student, or to those who have not had the advantages of a public school education in early life. All students will be advanced as rapidly as they can cover the work.

II.—TEACHERS' COURSE

This course harmonizes with the courses prescribed by the Alberta Department of Education for Grades IX-XII and the University of Alberta for Matriculation.

Students proceeding to a Teaching Certificate or Matriculation are required to complete the twenty-one units offered in the three years of High School work or their equivalent. These twenty-one units of work are required for Normal Entrance. (Second Class Certificates.)

1.—Grade IX

Special attention is given to the languages and each student receives splendid grounding in the Matriculation subjects.

The courses required for Grade IX, in preparation for Normal Entrance or Matriculation are English (two units), and one unit from each of General Science, Algebra, Geometry or Art I, History. We advise one from the language group of Latin, French, German or Greek in order to prepare for a University course later.

2.—Grade X

In this grade opportunity is given in making up the student's choice of subjects. The courses are English (two units), Art I or Geometry I, Agriculture I or Physics I, History II, Geography, making six units and any one of the following: Physics or Agriculture, Algebra, Geometry, Latin, Greek, French, German and Music.

3.—Grade XI

For Normal Entrance the student is required to have credits as follows: English (two units), and one unit from each of History and Economics, Agriculture II, or Chemistry, Arithmetic and Geography, making six units from this first group. In addition, any two units will be required from the following: Art, Algebra, Geometry, Chemistry or Agriculture, Latin, Greek, French and Music.

4.—Grade XII

For Normal Entrance (First Class) the student is required to have the following credits: English (two units) and six units to be chosen from History IV, History of English Literature, Algebra III, Geometry III, Trigonometry, Physics II, Biology, Chemistry II, French III, Latin III, German III, or Music III.

"Everything comes to him who hustles while he waits"

—THOMAS A. EDISON

III.—MATRICULATION

Matriculation Requirements

The various lists of University of Alberta Matriculation subjects are as follows:

(a) Students who are uncertain as to what faculty they wish to enter are advised to select the following subjects, as credit in these units will give matriculation standing for any faculty:

1. English Composition, 1, 2 and 3; English Literature, 1, 2 and 3.
2. History 1, 2 and 3.
3. Algebra 1 and 2.
4. Geometry 1 and 2.
5. General Science 1.
6. Arithmetic 1.
7. Latin 1 and 2.
8. French 1 and 2; or German 1 and 2.
9. Physics 1.
10. Chemistry 1.

(b) For the Degrees of B.A., B.Sc. in Arts, B.Sc. in Household Economics, and B.Com. (Faculty of Arts and Sciences), twenty-one courses are required corresponding to the three years of High School work, or the equivalent. The decision as to what will be accepted as equivalent rests with the Committee on Admissions of the University. The twenty-one courses are as follows:

1. English Composition 1, 2 and 3; English Literature 1, 2 and 3.
2. History 1, 2 and 3.
3. Algebra 1 and 2.
4. Geometry 1 and 2.
5. General Science 1.
6. Arithmetic 1.
7. Latin 1 and 2; or Greek 1 and 2; or French 1 and 2; or German 1 and 2.
8. Four courses from Physics 1, Chemistry 1, Agriculture 1, Agriculture 2 or Art 1, Geography 1, Languages. If Geography is offered it must be accompanied by Physics or Chemistry or both these subjects.

Students having the above and the following courses of fourth year high school are admitted to the second year: English Composition 4, English Literature 4, Algebra 3, Geometry

3, Trigonometry 1, the third course of one language and three of History 4, Chemistry 2, Physics 2, Biology 1, French 3, Latin 3, German 3, Greek 3.

Students intending to enter the School of Household Economics should note that Chemistry is a compulsory subject in both first and second years and should select their high school matriculation options with a view to meeting this demand.

It will be readily seen that these courses with a few exceptions, are identical with those offered in Grades IX, X, XI and XII, and can be covered in the regular classes of those grades. During the past few years the College has specialized in matriculation subjects. It is possible for mature students by taking a few extra courses each year to complete Junior Matriculation in two years. We do not recommend that this be attempted unless the student has a good grounding and has studied most of the branches before coming to College.

We should like to correspond with or interview prospective matriculation students with a view to suggesting or advising the best means of proceeding with their studies.

IV.—ACADEMIC CORRESPONDENCE COURSES

Alberta College offers by correspondence Grades IX, X, XI and XII of the High School Course and also Full Matriculation to the University of Alberta. For further information see page 22.

V.—ACADEMIC NIGHT CLASSES, GRADES I-XII

For full information see page 21.

ACADEMIC CLASS ROOMS

The present building is the first unit of a large structure which will eventually house the classes of Alberta College. This unit has an area of 40 by 100 feet and is composed of three storeys and a basement. It is built in Gothic style of reinforced concrete throughout and is lined with tapestry brick and Indiana limestone. In the basement is a laboratory for chemistry giving accommodation for fifty students. On the first floor are four large, modern classrooms, two of which are separated by a removable partition so that the whole as required may be thrown open for use as an assembly hall. The building is absolutely fireproof and has every convenience for the safety and comfort of its students.

“Enthusiasm needs only direction to turn it into Success; and the direction it needs is Training”

Department of Commerce

THIS department was organized to train those who desire to enter the world of business under the most favorable conditions and who wish to make the most of the opportunities that await the qualified.

The trained accountant, with his modern, up-to-date methods, is an indispensable member of every important commercial concern.

Our Accountancy Course provides training for those preparing for any Accountancy examination and for those who do not intend to sit for an examination but wish to qualify for higher business appointments.

The Commercial Courses are continuous throughout the year.

The erection of a new College building has made it possible to enlarge and re-arrange the Commercial classrooms so as to give greater efficiency and increase the convenience and comfort of students.

COURSES OF STUDY

Experience has proven that certain groups of subjects are naturally chosen to qualify a student for certain standard positions. For that reason we suggest one of the four fundamental courses.

Bookkeeping - Stenographic - Secretarial - Telegraphy

SUBJECTS TAUGHT

- | | |
|--------------------------|----------------------------|
| 1. Bookkeeping | 13. Correspondence |
| 2. Junior Accounting | 14. Office Routine |
| 3. Higher Accounting | 15. Filing |
| 4. Auditing | 16. Rapid Calculation |
| 5. Commercial Law | 17. Arithmetic |
| 6. Shorthand Theory | 18. Dictating Machine |
| 7. Shorthand Speed | 19. Comptometer |
| 8. Typewriting General | 20. Burroughs Calculator |
| 9. Typewriting Speed | 21. Telegraphy |
| 10. Spelling | 22. Standard Train Rules |
| 11. Business English | 23. Memeograph, Stenciling |
| 12. Secretarial Practice | 24. Bookkeeping Machine. |

BOOKKEEPING COURSE

This popular course is taken by those who desire to prepare themselves for office work as bookkeepers and accountants. It is a thorough, practical course designed to meet the needs of the modern business world. The average time required is seven months. It is composed of the following subjects:

Bookkeeping—Practical exercises in connection with single ownerships, partnerships and corporations.

Penmanship—The art of writing easily, rapidly and legibly.

Arithmetic—A review of fundamental operations followed by a complete course in Commercial Arithmetic.

Spelling—The pronunciation of words, their spelling and meaning.

Rapid Calculation—Short methods, accuracy and speed in figuring.

Business English—A clear practical knowledge of the English language as applied to business practice.

Commercial Law—Study of law in its relation to everyday business transactions.

Typewriting—A touch method training for rhythm and accuracy.

Correspondence—Punctuation, form and effectiveness in writing business letters. Methods of filing.

STENOGRAPHIC COURSE

We teach Isaac Pitman Shorthand. We do not demand that students have a High School education to take this course as one with average ability should be able to obtain the necessary rate of speed in about seven months.

Gregg Shorthand may be taken if preferred.

Shorthand—Thorough training in theory and in speed.

Typewriting—We teach the touch method. Students are instructed to clean and adjust the machine and learn all parts of operators' mechanism. Course consists of twenty-eight budgets.

Stenciling—Students become familiar with the stencil cutting device and the making of numerous copies by use of the mimeograph.

Correspondence—Punctuation, form and effectiveness in the writing of business letters.

“You cannot push anyone up a ladder unless he is willing to climb a little himself”—ANDREW CARNEGIE

Office Routine—Includes the preparation of legal forms, filling in of invoices, statements and other printed forms. Students become familiar with commercial terms and meanings.

Filing—This covers the Shannon file, vertical filing systems and follow-up systems. To those who secure a percentage of 75 a certificate is given.

Penmanship—The art of writing easily, rapidly and legibly.

Spelling—The pronunciation of words, their spelling and meaning.

SECRETARIAL COURSE

We recommend this course to students who have good academic standing. It paves the way to the higher and better paid positions. Business men are ever on the lookout for the stenographer who is well-trained in all business matters. The average time taken to complete this course is ten months. It includes the following subjects:

Shorthand—Training in theory and speed.

Typewriting—A complete course for speed and accuracy.

Filing—This covers the Shannon file, vertical filing systems and follow-up systems. To those who secure a percentage of 75, a certificate is given.

Stenciling—Students become familiar with the stencil cutting device and the making of numerous copies by use of the mimeograph.

Correspondence—Punctuation, form and effectiveness in the writing of business letters.

Bookkeeping—Thorough grounding which will enable the student to keep books and ordinary office records.

Rapid Calculation—Short methods, accuracy and speed in figuring.

Penmanship—The art of writing easily, rapidly and legibly.

Commercial Law—The study of law in its relation to everyday business transactions.

Spelling—The pronunciation of words, their spelling and meaning.

Office Routine—Commercial terms and meanings.

“The eye observes only what the mind, the heart and the imagination are gifted to see”

TELEGRAPHY

The Largest School of Telegraphy in Western Canada

Course consists of the following: To be able to send and receive not less than thirty-five words per minute with readiness and accuracy on the typewriter. A speed of not less than 55 words per minute in touch typewriting. To be familiar with forms and routine connected with the actual work of a Telegraph Operator. To be familiar with Standard Railway rules, Commercial Telegraph rules, care of instruments, switchboards, batteries and wire testing. To spell correctly and use with facility the usual terms and abbreviations as used in Railway and Commercial Telegraphy, and pass the prescribed examinations.

Telegraphy is easy to learn. With the right disposition upon the student's part he should become successful by taking a course in Telegraphy at Alberta College. Hundreds of our students are now filling responsible positions in Railway and Commercial Offices.

Special cash rate.—The College will accept one hundred dollars payable at the time of registration to cover the entire Telegraphy course, if taken within two years from date of registration, unless diploma is granted. This offer does not include evening classes to non-resident students. College rules and regulations must be complied with. The ordinary rate will apply if contract is broken.

Telegraphy may be taken up for a shorter period if desired at the rate quoted on page 5.

SPECIAL OFFICE TRAINING COURSE

This Course includes instruction in and actual use of all modern office appliances, including Dictaphone, Mimeograph, Burroughs Calculator, Listing and Adding Machines, Comptometer and Filing Systems. The growing use of labor-saving devices, such as the Comptometer and Burroughs Calculators has resulted in an increasing demand for competent operators.

APPOINTMENTS DEPARTMENT

Alberta College maintains an Appointments Department in order to advance still further the interests of the students and graduates. This is a real active organization whereby every qualified student of the College is afforded an opportunity of entering the services of firms that pay adequately for services rendered and afford scope for a successful career.

“Like a postage stamp, a man's usefulness depends on his ability to stick to a thing until he gets there”—JOSEPH CHAMBERLAIN.

As a result of the increasing business development and the wide connection of the College with employers, the activities of the Appointments Department are directed chiefly, not to finding positions for graduates, but to finding graduates for positions. This is a very significant fact and one that is of vital importance to prospective students. No fees of any kind are charged for this service, which is available to every competent student of the College.

NIGHT CLASSES

1.—High School and Matriculation

Alberta College has provided in the evenings full courses leading to Junior and Senior Matriculation and also to Grades IX, X, XI and XII certificates granted by the Department of Education.

2.—Night Classes for Backward Students

A course is given in English Literature, Reading, Spelling, Grammar, Composition, Arithmetic, and Penmanship. The instruction is largely individual and this course affords an excellent grounding for more advanced Academic or for Commercial studies.

3.—Night Classes for Non-English Speaking Students

These classes will be under the direction of teachers who are experienced in this work. The instruction will be largely individual and every effort will be made to give the student a working knowledge of the language.

4.—Bookkeeping

The College gives a thorough course in Bookkeeping, Spelling, Arithmetic, Penmanship, and Typewriting.

5.—Shorthand

The College offers Theory and Speed Classes and also instruction in Typewriting, Spelling and Penmanship.

6.—Telegraphy

Thorough instruction in receiving and sending on the wire is given night students. Telegraphy students are also given a complete course in Typewriting, Spelling and Penmanship.

*“The heights by great men reached and kept,
Were not attained by sudden flight,
But they, while their companions slept,
Were toiling upwards in the night.”*—LONGFELLOW.

Correspondence Department

IF A STUDENT is unable to come to the College the Correspondence Courses provide a means of bringing the College to him. Each course is designed to make an educational and business success of every willing student of average education and ability.

The correspondence student receives the same effective individual training as the student attending for private tuition. Distance is no impediment to effective service.

HIGH SCHOOL AND MATRICULATION

This Department offers courses in Grades IX, X, XI and XII of the High School Course and Full Matriculation (Junior and Senior) to the University of Alberta. During the past year over one hundred enrolled in this Department and received instruction through the mail.

An able body of specialists offers through the department the same lessons, exercises and supervision that they give to their classrooms. Each course consists of about twenty lessons. Each lesson is divided into two parts. Each part represents approximately one week's work of the regular High School and Commercial Course.

The lessons assist the student to master the subject-matter and problems contained in the prescribed text-books. They contain references to subject-matter, exercises and types in the text, and also additional material, helps, suggestions and references supplied by the instructor. At the end of each lesson is an assignment for the student to work out and send to the College. When the student's answer papers are received they are carefully examined, marked, corrected and graded and returned to the student. The lessons and the corrected exercises form an excellent source of reference for reviews and future studies.

Correspondence courses are offered in:

Bookkeeping,
Shorthand,
Penmanship.

For full information apply to the College.

"I look upon instruction by mail as one of the most wonderful and phenomenal developments of this age"—THEODORE ROOSEVELT



The Senate of Alberta College

testify that
Kathleen Marland
 has completed the prescribed studies in the *Bookhand* course of
 this Department, and has passed the required examination therein, which
 entitles *Her* to this

Graduation Diploma

In Testimony Whereof our Seal and Signatures are affixed

Dean of Edmonton, Alberta.

First day of November Nineteen Hundred & Twenty-eight



M. A. Jamieson
S. M. Ellis
 Examiners

J. B. McCre
W. T. Herring
 Principal
 Chairman

THE ALBERTA COLLEGE DIPLOMA

Upon satisfactory completion of a Course a diploma is awarded under the seal of the College to those whose qualifications justify it. These diplomas have a recognized commercial value, and are awarded only to those who have completed the prescribed course in each department. This diploma is a passport to a position of promise.

All students are urged to enter College firmly resolved to finish their courses and win diplomas. The demand today is for young men and young women who can accomplish things and the business houses give special consideration to graduates because they have accomplished something. When undergraduates apply for positions, the very fact that they have not completed their courses of study raises questions in the mind of the prospective employer.

Students who complete their work creditably are better prepared not only to start their careers profitably but to earn promotion. For this reason we strongly emphasize the advantage of completing the College course and securing the graduation diploma.

"A young man well versed in business matters is always wanted"

Practical and Theoretical Examinations

LIST OF THOSE OBTAINING CERTIFICATES FOR PART ONE OF CANADIAN MODERN ACCOUNTING

D. L. McCallum*, D. E. Jones, J. D. Fowler, C. Hutchison, H. Hollingsworth, P. J. Skrypnik* (night), D. Devicq*, W. White, D. G. McAlpine, M. Worobets, K. Whitfield (night), A. Martin, L. Fletcher, I. R. Jones, W. Husky, H. Whetstone (night), H. de Goede, T. Edmunds, M. Dunn, A. Fletcher, D. S. McEachern, C. Lawrence (night), City; H. A. Morrison* (correspondence), Lamont; M. Tudor, Mayfair, Sask.; C. Wade, Consort; A. N. Smith, Beaver Lodge; J. Craig, Vermilion; M. Drewes, Stettler; E. A. Miller, Bowden; O. Scoular*, Bentley; W. L. Zelt, A. Lechelt, Nisku; C. Taylor, Duffield; U. J. Sestrap, Eckville; B. Waller, Berwyn; W. Richards*, Sexsmith; G. P. Kozub, Smoky Lake; F. Domreis, Bruderheim; A. Hayduk, Beauvallon; V. Knies, Vegreville; J. Waluk, Cardiff; D. Nickel, Creston, B.C.; B. Owens, Berwyn.

*Honors.

LIST OF STUDENTS OBTAINING BOOKKEEPING DIPLOMAS

D. L. McCallum, City; H. A. Morrison, Lamont; E. A. Miller, Bowden; M. Drewes, Stettler.

GRADUATION CLASS IN SHORTHAND, 1931-32

D. Benham (Stenographic); Burchiel McIntyre (Stenographic); Margaret Tudor (Stenographic); Audrie Smith (Secretarial); Margaret O'Brien (Stenographic); Carol Hutchison (Secretarial); Emma Wudel (Secretarial); Jean Craig (Secretarial); Irene Jones (Secretarial); Martha Drewes (Secretarial); Wilbert Richards (Secretarial).

When Course is Completed, Diplomas Will Be Issued to the Following Students

Margaret Dunn, Ina Brooks, Alex Hayduk, Donald McAlpine, Wilfred Zelt, Anne Cherniawsky, Lois Graham, Ella Cormack, Thelma McGregor, Frieda Domreis, Ina Ramsay, Gladys McLean.

CERTIFICATES OF PROFICIENCY IN FILING AWARDED TO:

Aileen Ardell, Joyce Allen, Dorothy Benham, Katherine Bohaychuk, Ina Brooks, Dorothy Brown, R. Brunlees, Violet Chamberlain, Annie Cherniawsky, Ella Cormack, Sarah Couture, Jean Craig, Frieda Domreis, Martha Drewes, Margaret Dunn, Edith Edmunson, Lewis Fletcher, J. D. Fowler, Mary Gilfillan, Betty Graham, Lois Graham, Alex. Hayduk, Ethel Hoffman, Hazel I. Hollingsworth, N. Hrudey, Carol Hutchison, Anna Jevning, Dorothy E. Jones, Irene Jones, Edna Kay, W. D. Kern, Viola Knies, Dorothy Kyle, Alfred Lechelt, Beth Livingstone, M. C. Logan, Kathleen Malott, Janet Marshman, Alan Martin, Michael Matwchuk, Douglas Maxwell, Edward Miller, Susie Miller, Adele Morin, Beatrice Morris, Mildred Morris, H. A. Morrison, George Muttart, D. G. McAlpine, Donald L. McCallum, Thelma McGregor, Gladys McLean, C. McWhinnie, Lillian Neutzling, Louise Nichol, Victoria Opolski, Lorna Osborn, Bernice Owens, Maxine Piersdorff, R. L. Proctor, F. G. Rae, Vivian Richards, Wilbert Richards, Osborne Scoular, U. J. Sestrap, Lenore Smalley, Audrie Smith, Enid Surry, Charles Taylor, Margaret Tudor, Olive Walker, Betty Waller, W. White, Edward Wilson, Mike Worobets, Wilfred Zelt.

"Knowledge gives strength"

LIST OF STUDENTS WHO HAVE OBTAINED PENMANSHIP AWARDS

A. V. Murray, K. Knepp, T. McGregor, D. Nickel, L. Nichol, G. MacLean, H. Hollingsworth, S. Couture, M. Gilfillan*, City; A. Hayduk, Beauvallon; V. Richards, M. Morris, Wetaskiwin; S. Miller, Stony Plain; A. N. Smith, Beaver Lodge; L. Neutzling, Bashaw; M. Drewes, Stettler; R. Albiston (night), Woolford; B. Waller, Berwyn; L. Osborn, Battleford, Sask.; A. Cherniawsky, Mundare; L. Graham, Kingsgate, B.C.; O. Seoular, Bentley; V. Knies, Vegreville; Aileen Ardell, Ina Brooks Bissell, B.A., Carol Hutchison.

*Advanced Award.

TELEGRAPHY

Tudor Edmunds, Edmund Diebolt.

MUSIC DEPARTMENT

Practical and Theoretical Examinations

Graduation Diplomas in Music (A.A.C.M.)—Ruth Blois, James E. Evans, Jean E. Grieve, Irene E. Little, Mrs. Nina B. Miller.

Associateship (A.T.C.M.)—

Solo Performer's and Teacher's—Irene E. Little*.

Solo Performer's—Jean E. Grieve, Nina Miller*, Kathleen M. Prausa.

Intermediate—Dorothy DeVall, Ross G. Gray*, Cyril L. Radbone.

Intermediate School—Rebecca Gloekzin.

Junior—John Gillett, Leslie K. Lindberg*, Margaret Peacock*, Irene Radke, Mrs. E. A. Smith, Alta M. Snyder.

Primary—Eleanor I. Lobb*, Tom Mansell*, Marjorie Mills, Marjorie Sadler, Beatrice Shaw.

Elementary—Dorothy Arkell, Margaret Carruthers*, Pauline Kitchen, Ivy Lind, Frank Mansell*, Ralph W. McGibbon, Dorothy Richards.

Elementary School—Wilbert Richards*.

Introductory—Joel Brill, Marjorie E. Graham*, Helen M. McCombs*, Bernice Whitton, Hazel E. Whitton, William Young*.

VIOLIN

Primary—Anne Mather*, Robert Rae.

Elementary—Emma L. Chestnut, Samuel Davidson, Ronald Gunn, Donald Macdonald, Stella J. MacWhinnie, Marion Montgomery*.

Introductory—Frances M. Bell, Winnifred Hudson, Gordon L. Sadler*.

SINGING

Primary—Margaret Howson, Irene Smith*.

Associateship Piano—Written—Marie Holowach*.

COMPOSITION

Junior

Harmony, Counterpoint, History and General Knowledge—Leon I. Baker.

"Sweet music! Sacred tongue of God"—LELAND

THEORY

Intermediate

Counterpoint, Form—Marie Holowach*.

History, Form—Marion Appleby*, Helen F. Reid*, Lena Rimstead.

Harmony—Grace M. Davis, Nora G. Gillis, Luella K. Harman*, Marie Holowach, Irene M. McGill, Phyllis C. Montgomery, Heleyne Ruminson*.

Counterpoint—Ruth Blois.

History—Ruth Blois*, Irene E. Little*, Irene M. McGill*, Mildred H. Shankel*.

*Denotes Honors.

Junior

Counterpoint—Helen F. Halkerton*, Allan D. McTavish*, Phyllis C. Montgomery*, Heleyne Ruminson.

Harmony—Dorothy DeVall*, Violet A. Figg*, Margaret A. Fulton*, Rebecca J. Glockzin*, May E. McKeever, Allan D. McTavish*, Doris White*.

History—Grace M. Davis*, Eleanor Lobb*.

Primary—Laura J. Anderson, Hilda M. Buffel*, John Gillett*, Tom Mansell*, Peggy Martin*, Edna New*, Leslie K. Lindberg*, Eleanor I. Lobb*, Irene Radke*, Lucy Satanove.

Elementary—Evelyn Brander*, Alex Danilchik*, Florence R. Kittlitz*, Annie Lents*, Tom Mansell*, Peggy Martin*, Marion Morrison*, Robert Rae, Dorothy Richards*, Beatrice Shaw*.

*Denotes Honors.

DEPARTMENT OF FRETTED INSTRUMENTS

Mandolin, Banjo, Guitar, Etc—Grades A. and B.

G. D. Allen, S. Anderson, Mrs. J. Bamber, H. Breckenridge, V. C. Dadson, J. Dubitz, A. H. Figg, A. Franenfeldt, D. Frith, C. W. Frazer, Mrs. E. Glover, C. S. Gross, A. M. Hale, T. Harris, T. S. Hollingworth, G. Johnston, D. S. Kline, A. Krupa, F. G. Lamoureux, R. E. Lee, D. T. Maxwell, Mrs. M. McVittie, E. A. Nicholls, P. Obodda, J. M. Reeson, O. Reeves, C. D. Reeves, A. Robertson, C. Sutton, M. Stackhouse, Mrs. M. Smith, J. W. K. Webber, C. E. Stevenson.

Certificates were awarded by the Clifford Essex College, London, England.

*Denotes Honors.

RELIGIOUS EDUCATION

Youth Curriculum Credit

F. Appleby, W. Barrett, S. Clarke*, R. Hoar, H. Knight, D. Munro*, K. Munro*, E. Miller*, M. McLean, W. Richards, H. Sagert, W. Smith*, R. Wilson.

*Denotes Honors.

Conservatory of Music

REALIZING the ever-increasing importance of this branch of the College work, Alberta College aims to advance the art of Music by providing in each department, specialists of unquestioned ability and reputation, who will not only maintain the high musical traditions of the College in the past, but who will also promote knowledge and appreciation of the art in the community.

The following courses indicate the comprehensive character of the Institution's activities.

- 1.—Pianoforte.
- 2.—The Voice.
- 3.—The Organ.
- 4.—The Violin.
- 5.—Theory, including Harmony, Counterpoint, Composition, Form and Musical Theory.
- 6.—Fretted Instruments (Banjo, Mandolin and Guitar.)
- 7.—Orchestral Instruments.
- 8.—Expression, Physical Culture and Eurhythmics.

The Conservatory of Music was established in 1903, and occupies a pre-eminent position in Western Canada where it has always maintained the highest musical standards. The advantages of a musical training in Alberta College are many: in the first place students come into contact with others who are striving to improve themselves and the spirit of helpful rivalry spurs them to do helpful work. The stimulating atmosphere of a large school is in itself a distinct advantage to the student. Opportunities are given from time to time to take part in the College recitals, where ensemble playing and choral singing are featured. The Literary Society and other social activities of the College provide favorable occasions for individual expression on the part of music students. College orchestras of stringed and orchestral instruments help the student to advance where it would be impossible under private teachers. The situation of the College in the heart of the city affords ample opportunities for the students to attend the large churches and hear conveniently the best artists who come to the city.

During the past term, College students and teachers have given weekly programmes over station C.J.C.A. From reports received these have been greatly appreciated.

"Music is the universal language of Mankind"—LONGFELLOW

The Conservatory of Music is under the direction of Mr. Herbert Wild, A.R.C.O. Mr. Wild is an Associate of the Royal College of Organists, and the London (England) College of Music. Previous to coming to Alberta College Mr. Wild was Director of the Associated Studios of this city. The acquisition of his services has added much to the success of the department.

EQUIPMENT

Students arranging for pianoforte practice have the exclusive use of studio or practice room for the time engaged.

The College provides a residence where students may pursue their musical studies and associate with teachers who reside in the College building. Everything is done to make the student feel at home and only such rules are enforced as are absolutely necessary for the common and individual good.

PIANOFORTE

The Pianoforte being the instrument selected by the majority of students, it is our special endeavor to make the instruction in this department as attractive and complete as possible. Students may pursue a course of independent study or prepare for some particular examination. Students taking commercial or academic courses are advised to obtain credits on their courses. Students are received at any age or stage of proficiency.

VOCAL DEPARTMENT

In this department the most careful attention will be given to the following essentials: The relation of mind to the whole Subject of Singing; Striking the correct balance between the mental and physical elements; Position of the Body; Breathing and Breath Control; Correct Resonance; Tone Placing and Emission of the Voice; Relationship between Speech and Song; Articulation; Pronunciation; Style; Platform Deportment.

The object will be to give the student a satisfactory and well-developed vocal technique, without which free artistic expression in the rendering of songs and arias is impossible.

ORGAN

In order to meet the demand for competent church-organists and to provide instruction for those anxious to fit themselves for positions, the College has arranged for the use of the organ of McDougall United Church. The instruction in this department is given by the musical Director, one of the leading organists of Western Canada.

*"The man that hath no music in himself,
Nor is not moved with concord of sweet sounds,
Is fit for treasons, stratagems and spoils."*—SHAKESPEARE.

THEORY

Complete courses are given in Harmony, Counterpoint, Orchestration, Form in Composition, Canon, Fugue and the History of Music. Too much importance cannot be placed on a knowledge of theory to those studying music even if they do not intend to pursue their studies to graduation. In addition to individual instruction the course includes special lectures and classes.

VIOLIN

The art of violin playing has made such rapid strides in this country of late years that it has become a prominent feature in all musical institutions. This branch has in recent years been developed into one of the most successful of any of the institution's departments. The requirements for both solo and orchestral playing are carefully borne in mind, and attention is given to ensemble playing.

VIOLA

This strangely-neglected instrument is at last taking its rightful place as a solo instrument. Its rich and appealing tone gives pleasure to the most sensitive ear, while its varying qualities of tone, from the sombre and sad to the bright and gay, attract the greatest of our present day composers, who see in the instrument new fields and modes of expression. These facts have always been known to string players and the viola has always held an honored position in quartette and symphony.

Mr. J. W. Hendra, A.L.I.M., head of this department, has over thirty years' experience in viola playing, as principal viola in symphony orchestras of England and Wales, also in quartette work and solo playing, and he holds the Welsh National prize of 1904 for viola solo.

FRETTED INSTRUMENTS

This department is becoming increasingly popular and during the past year upwards of one hundred students took courses on the Mandolin, Guitar, Banjo and Hawaiian Instruments. Six different orchestras, comprising in all 100 members, have been organized and have given programmes from time to time, at recitals, church and social affairs. On different occasions programmes were broadcasted from the C.K.U.A. Broadcasting Station. For the past six years examinations were conducted by the Instructress, Mrs. A. Hale, in this department for the American Guild of Banjo, Mandolin and Guitar, Washington, D.C., and also in connection with the Clifford Essex College, London, England. One hundred and fifty diplomas of

proficiency have been granted to students of the first and second grades. Mrs. Hale is the Provincial Examiner for the above-named institutions.

ORCHESTRAL INSTRUMENTS

In making provision for the teaching of Orchestral Instruments, the College has been careful to select musicians of the highest possible standard. An opportunity is presented to the student, who wishes to become a proficient orchestral player. Too often is the young ambition ruined by a tactless and unsympathetic study based on wrong principles, and it will be the particular care of the instructors to avoid such errors. Each year a College Orchestra is organized under a competent instructor.

RECITALS

Regular recitals in music are held monthly by the students, and all are encouraged and expected to take part in the same as soon as they are properly grounded in the primary requirements of touch, phrasing and conception. These, and frequent public concerts given by the College afford opportunities for the pupils to appear in public, to overcome the natural nervousness common to so many and to stimulate study and greater diligence.

EXAMINATIONS

Examinations are held at the College in all departments of Music and are conducted by experienced Musicians. Students are prepared for the following examinations: The Toronto Conservatory of Music (University of Toronto); The Associated Board of the Royal Academy of Music and the Royal College of Music, London, England, and McGill University.

The value of these examinations cannot be questioned. They afford a stimulus to progress in music and also furnish an objective for the year's study. They also mark definite stages in the musical development of each student. Students who complete the Senior Examinations are given the College Diploma in Music, A.A.C.M. (Associate Alberta College of Music.) In the course prescribed for teachers' certificates credits are allowed students in Grades IX, X and XI.

The Department of Education will recognize for credit the certificates of the principal Boards conducting examinations in music in the Province. The College will furnish upon application the recognition granted the various standard practical and theoretical examinations in Music.

"A great deal of talent is lost for the want of strength"

Expression

THE purpose of this department is to secure a thorough mastery of mind, voice and body essential to all speaking professions. The work of the College is recognized in the adequate preparation students receive for public reading and speaking, the concert platform and for dramatic work. The broad and comprehensive course offered by the College is aimed to stimulate ideals, awaken aspirations, quicken imagination and feeling, and to develop naturalness and ease of manner, that there may result a harmonious development of the student's powers.

The regular Course of Study extends over a period of two years. Those meeting all the requirements of this course, and giving satisfactory Graduating Recitals, are granted a Diploma of Graduation.

The College prepares students for—

- (1) Public Reading and Interpretation of Literature.
- (2) Dramatic Platform Art.
- (3) Public Speaking.
- (4) Physical Culture.
- (5) Eurhythmics.

Special attention is given to afford those students who do not contemplate a professional career a measure of mental, physical and social development, and the opportunity of the broad culture to be secured from the course of study.

DAY AND EVENING CLASSES

The course consists of thorough training in fundamental principles of mental, physical and vocal expression. Thorough fundamental training of the speaking voice, comprising diaphragmatic breathing, placing the tone, co-ordination, diction and articulation.

Substitution of sound and impediments of speech eliminated.

Psychology of expression.

Thorough training in dramatic technique, imagination and suggestion. Manifestative and representative pantomime.

Psychic principles.

Study of Shakesperian drama.

Dramatic platform art.

“Talent and worth are the only eternal grounds for distinction”

Each student during the final year is expected to give an individual recital.

Matriculation course in English or its equivalent.

The above course will require at least two years' work, and upon its satisfactory completion the College Diploma will be granted.

English Studies

Students are advised to take some work in English offered by the College. The requirements for graduation are Matriculation standing in English or an equivalent course approved by the College.

Public Recitals

It has always been the policy of the College in its Department of Expression to afford its students an opportunity of appearing in recitals and in dramatic productions. In this way the nervousness a student naturally feels at the first appearance before audiences is removed, and the student is a tried platform artist upon graduation. The increased attendance at these functions attests a growing public interest and appreciation.

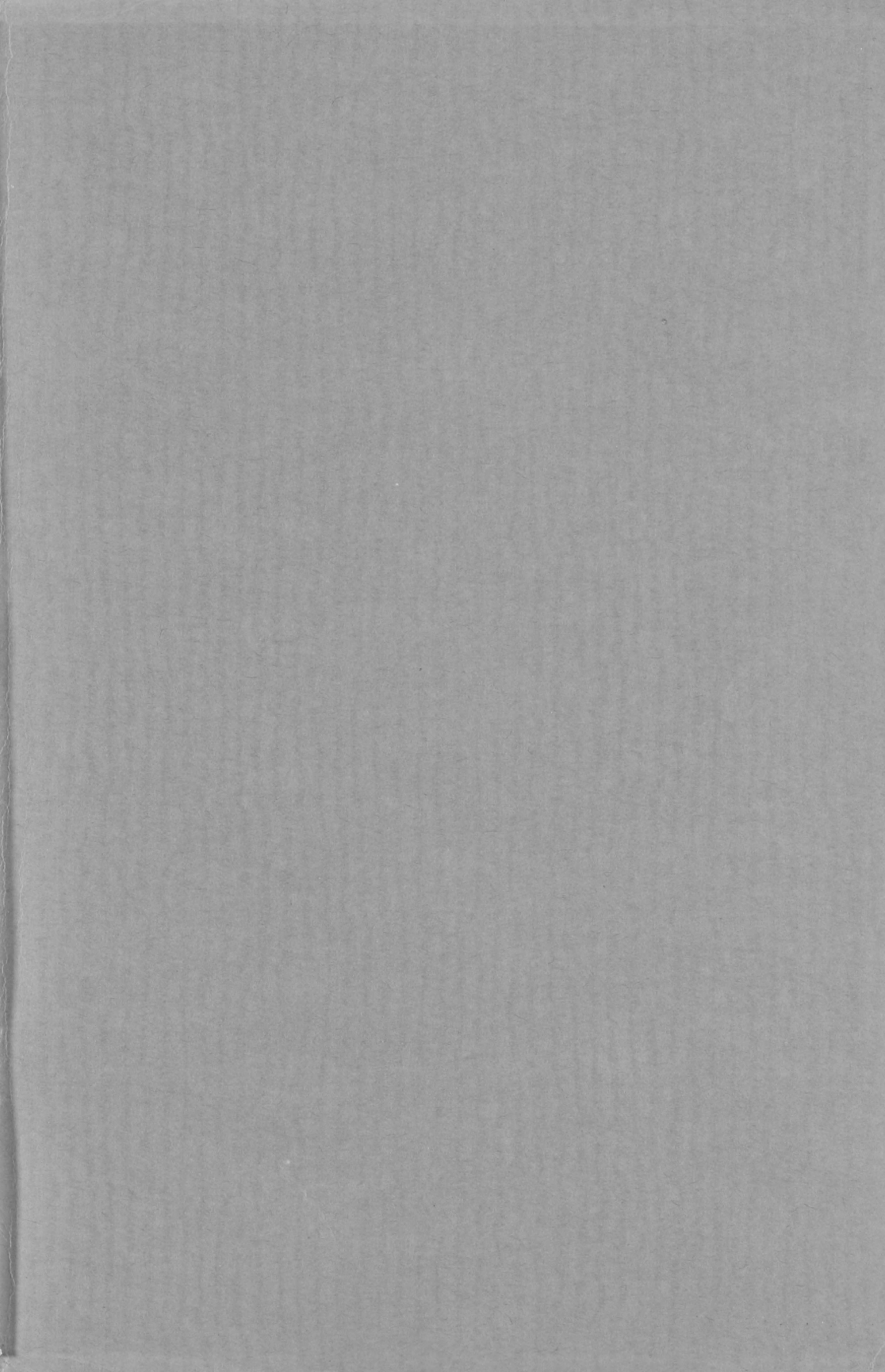
Physical Culture and Eurhythmics

THE object of Physical Culture is the training of the body to the needs of a cultivated mind. It should form the groundwork of bodily grace and respectful bearing. It promotes vigorous health and increases efficiency. To attain the proper mental and physical balance a certain amount of physical work is necessary along with the academic training.

Two systems of physical training are used—the Harmonic for vigor, flexibility, suppleness and balance; Eurhythmics for freedom, rhythm, grace and expression. The union of these two results in the physical adjustment and growth with responsiveness to psychic influences.

On account of its importance we expect that all young women in residence will take some work in this department. The College provides an introductory class for Academic and Commercial students.

“Get your happiness out of your daily work or you will never know what happiness is”—ELBERT HUBBARD



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EDMONTON, ALTA.

